

**Section 5 - Travel Processing**

	Page
Overview .....	5-1
<b>5.1 Travel Authorization Maintenance .....</b>	<b>5-2</b>
Create A Travel Authorization .....	5-4
Helpful Hints .....	5-4
<b>5.2 Travel Authorization List By TA#.....</b>	<b>5-5</b>
View List Of Travel Authorizations By TA #.....	5-7
View Particular Travel Authorization .....	5-7
Helpful Hints .....	5-7
<b>5.3 Travel Authorization List By SSN.....</b>	<b>5-8</b>
View List Of Travel Authorizations By SSN.....	5-10
View a Particular Travel Authorization .....	5-10
Helpful Hints .....	5-10
<b>5.4 Travel Authorization List By Region, TA#.....</b>	<b>5-11</b>
View List Of Travel Authorizations By Region & TA# .....	5-13
View A Particular Travel Authorization .....	5-13
Helpful Hints .....	5-14
<b>5.5 Travel Authorization List By Region, SSN.....</b>	<b>5-15</b>
View List Of Travel Authorizations By Region & SSN .....	5-17
View A Particular Travel Authorization .....	5-17
Helpful Hints .....	5-18

	Page
<b>5.6 Create Annual Travel Authorization .....</b>	<b>5-19</b>
Create Annual Travel Authorization "Rollover" .....	5-20
Helpful Hints .....	5-20
Delete An Individual Annual Travel Authorization .....	5-21
Helpful Hints .....	5-21
<b>5.7 Create Annual Travel Authorization Reprint .....</b>	<b>5-22</b>
Reprint Report Of Annual Travel Authorizations .....	5-23
Helpful Hints .....	5-23
<b>5.8 Travel Expense Maintenance .....</b>	<b>5-24</b>
Create A Travel Expense .....	5-27
Helpful Hints .....	5-28
<b>5.9 Special Meals Maintenance .....</b>	<b>5-29</b>
Create A Special Meal .....	5-31
Helpful Hints .....	5-32
<b>5.10 Travel Expense List By TA# .....</b>	<b>5-33</b>
View List Of Travel Expenses By TA# .....	5-35
View A Particular Travel Expense Report .....	5-35
Helpful Hints .....	5-35
<b>5.11 Travel Expense List By SSN .....</b>	<b>5-36</b>
View List Of Travel Expenses By SSN .....	5-38
View A Particular Travel Expense Report .....	5-38
Helpful Hints .....	5-38

<b>5.12</b>	<b>Travel Expense List By Region, TA# .....</b>	<b>5-39</b>
	View List Of Travel Expenses By Region and TA# .....	5-41
	View A Particular Travel Expense Report .....	5-41
	Helpful Hints .....	5-41
<b>5.13</b>	<b>Travel Management System Archive.....</b>	<b>5-42</b>
	Archive TMS Data For CD-ROM.....	5-43
	Helpful Hints .....	5-43

This page left blank intentionally.

**5 - TRAVEL PROCESSING**

Overview:

- ▲ Enter travel authorizations
- ▲ Enter travel expense reports
- ▲ List travel authorizations by TA#, SSN, or region
- ▲ List travel expense reports by TA#, SSN, or region
- ▲ Create annual travel authorizations
- ▲ Delete an individual annual travel authorization
- ▲ Archive Travel Management System prior years' data

INQUIRE	Office of Statewide Information Systems	Wednesday 00/00/0000
-----		
<b>Travel Processing Main Menu</b>		
-----		
1. Travel Authorization Maintenance		
2. Travel Authorization Screen List By TA#		
3. Travel Authorization Screen List By SSN#		
4. Travel Authorization Screen List By Region, TA#		
5. Travel Authorization Screen List By Region, SSN#		
6. Travel Expense Screen List By TA#		
7. Travel Expense Screen List By SSN#		
8. Travel Expense Screen List By Region, TA#		
9. Employee Processing		
10. Check History Processing		
11. Annual Travel Authorization Create Reprint		
20. Annual Travel Authorization Create		
21. Annual Travel Authorization Create Reload		
22. Archive TMS Data		
Menu Selection ____		
-----		
<b>Escape=Return Enter=Send</b>		

## 5.1 Travel Authorization Maintenance

INQUIRE	Office of Statewide Information Systems	Wednesday 00/00/0000
<b>Travel Authorization Maintenance</b>		
TA#: <u>990020</u>	Agency: <u>252</u>	Orgn: <u>2004</u> Region 01
SSN: <u>000-00-0012</u>	CURTIS, EDDIE	Type=(A,S,O) Type TA: <u>S</u> Hold/Pay: <u>P</u>
Date of Request: <u>9/01/98</u>	Eff Beg Date: <u>9/08/98</u>	Eff End Date: <u>9/10/98</u>
Advance Amount: <u>100.00</u>	Encumber Amt: <u>150.00</u>	Interfaced Y
Check Date 09/02/98 Check Number 1000053		
Adv Cleared Date 09/21/98		
<b>F1</b> =Travel Expense	<b>F8</b> =History List	<b>F9</b> =Employee Maintenance
<b>Esc</b> =Return <b>F2</b> =Clear <b>F3</b> =Read <b>F4</b> =ReadNext <b>F5</b> =Add <b>F6</b> =Change <b>F7</b> =Delete <b>F10</b> =ReadPrev Read Next: 0/0 Successful		

**Purpose** This screen is used to add or modify a travel authorization to the system.

**Cross Reference** Travel Processing - Section 5  
 Referencing & Set Up Processing - Section 3  
 SSN & FEIN Maintenance - Section 4  
 Interface Processing - Section 11  
 Check History Processing - Section 10

<u>Field</u>	<u>Size</u>	<u>Description</u>
TA#	6	Unprotected. Optional. If left blank, the system will assign the next sequential number. If entered, the first digit should indicate the fiscal year.
Agency	3	Unprotected. Required. Must be a valid entry in the Reference File.
Orgn	4	Unprotected. Required. Must be a valid entry in the Reference File.
Region	2	Protected. This field is tied to the organization code. Must be a valid entry in the Reference File.
SSN	9	Unprotected. Required. This field refers to the social security number for the individual approved to travel. Must be a valid entry in the Reference File.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Name	30	Protected. This field is tied to the SSN and refers to the employee approved to travel. Must be a valid entry in the Reference File.
Type TA	1	Unprotected. Required. This field refers to the specific approval given on this trip. Types of authorization: <i>A= annual, S=Single, O=Out of State</i> .
Hold/Pay	1	Unprotected. Required. This field refers to payment status. Status: <i>H=Hold</i> do not allow payment, <i>P=Payment</i> allow payment.
Date of Request	6	Unprotected. Required. This is the date the employee requested approval to travel. Date format is MM/DD/YY.
Eff Beg Date	6	Unprotected. Required. This is the first day of the employee's travel period. Date format is MM/DD/YY.
Eff End Date	7	Unprotected. Required. This is the last day of the employee's travel period. Date format is MM/DD/YY.
Advance Amount	7	Unprotected. Optional. This is the dollar amount to be given to the employee prior to the beginning of travel period.
Encumber Amt	7	Unprotected. Optional. A dollar amount for the total estimated cost of the travel is entered if using the budget section.
Interfaced	1	Protected. Indicates if the transaction has been included in the file to post to the ISIS system.
Check Date	6	Protected. This is the date a check for the advance amount was issued.
Check Number	7	Protected. This is the number of the check issued for the travel advance.
Adv Cleared Date	6	Protected. This is the date the travel expense voucher is processed. The advance is then posted as expended and thus zeroed out of the travel clearing account.

Special Functions

F1	Travel Expense	This function is used to access the Travel Expense Report that corresponds to the TA selected.
F8	History List	This function is used to access the Check History Screen List By Region and SSN for the employee from the corresponding TA.
F9	Employee	This function is used to access the Employee Name and Address Maintenance Section for the employee from the corresponding TA, for verification or changes.

***How To:*****→ Create a Travel Authorization**

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **1 - Travel Authorization Maintenance** and press **Enter**.
3. Tab or arrow down to SSN and Enter **Employee Number**.
4. Enter **TA Type**.
5. Verify **Hold/Pay Status** at **P** status or change.
6. **Date of Request - mmdyy** (no slashes) TA was requested.
7. **Eff Beg Date - mm/dd/yy** employee's travel begins.
8. **Eff End Date - mm/dd/yy** employee's travel ends.
9. If a travel advance is authorized, continue; *if not, proceed to step 11*.
10. Enter **Amount of Advance** to be issued.
11. If utilizing Budget Section, Enter **Encumber Amt**.
12. Press **F5 – Add**.
13. Verify Message at bottom of screen **"Add:Successful"**.
14. TA field should have a TA# assigned.

**Helpful Hints**

- ✓ If an employee social security number is not in the reference file, see SSN & FEIN Maintenance Section 4.
- ✓ No cash advance can be issued on an annual travel authorization per the State Travel Regulations Policy and Procedure Memorandum 49. If an employee meets the exempt criteria, the authorization will have to be issued as a single trip.



## 5.2 Travel Authorization Screen List By TA#

INQUIRE	Office of Statewide Information Systems	Friday	00/00/0000
<b>Travel Authorization Screen List By TA#</b>			
TA#: <b>010003</b>		More.. Next	
TA#	SSN	Name	Agy Clr. Date Advance Rg Type
000025	000-00-0025	ROGER, JEROME	251 2/28 200.00 01 S
000026	000-00-0002	(Inactive) BAKER, JOHN	252 3/30 150.00 01 S
000027	000-00-0010	WEST, KENNY	251 00 .00 01 O
000028	000-00-0066	BROUSSARD, JOHN A.	252 00 .00 01 A
000029	000-00-0026	HONEYCUTT, JOAN	251 00 250.00 01 S
000030	000-00-0026	HONEYCUTT, JOAN	251 00 233.33 01 S
000031	000-00-0010	WEST, KENNY	252 00 .00 01 S
000032	000-00-0009	JOHNSON, GINGER	252 00 .00 01 S
000033	000-00-0012	CURTIS, EDDIE	252 00 .00 01 S
000034	000-00-0020	ANDERSON, MARTY	251 00 300.00 01 S
000035	000-00-0022	JACKSON, FRANK	252 98/04/14 100.00 01 S
000036	000-00-0001	SMITH, MARY	251 98/06/08 200.00 01 S
000037	000-00-0004	TURNER, DAVID	251 00 100.00 01 S
000040	000-00-0022	JACKSON, FRANK	252 98/09/14 200.00 01 S
010001	000-00-0020	ANDERSON, MARTY	251 00 .00 01 A
010002	000-00-0005	LEMOINE, SUSAN	252 00 .00 01 A
<b>Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev</b> Read 0/0 Successful			

**Purpose** This screen is used to view the travel authorization file based on the travel authorization number entered to begin the list. A particular travel authorization may be selected for detail viewing from this list screen.

**Cross Reference** Travel Processing - Section 5  
SSN & FEIN Maintenance - Section 4

Field	Size	Description
TA#	6	Unprotected. Optional. If left blank, the system will list the TAs starting with the smallest number. If entered, the system will list TAs starting with the one specified.
—	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular travel authorization indicated in the next field.
TA#	6	Protected. Displays the number assigned to a travel authorization entered into TMS.
SSN	9	Protected. Displays the social security number of the employee authorized to travel.
Name	30	Protected. Displays the name of the employee authorized to travel.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Agy	3	Protected. Displays the number of the agency to be charged for the travel expense.
Clr. Date	6	Protected. Displays the date a travel advance is cleared due to the travel expense voucher being processed.
Advance	7	Protected. Displays the dollar amount of a travel advance issued.
Rg	2	Protected. Indicates the region to be charged for the expense.
Type	1	Protected. Indicates the type of travel authorized - annual, single, or out-of-state travel.

*How To:***➔ View List of Travel Authorizations By TA#**

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **2 - Travel Authorization Screen List By TA#** and press **Enter**.
3. Enter **TA#**.
4. Press **F3 - Read**.
5. Verify Message at bottom of screen **"Read: Successful"**.
6. To scroll forward press **F3 - Read**.
7. To scroll backward press **F5 - Read Prev**.

**➔ View a Particular Travel Authorization**

1. Position cursor next to the TA you want to select.
2. Press **F4 - Get Detail**.
3. System retrieves detail of TA on the Travel Authorization Maintenance Screen.
4. Verify Message at bottom of screen **"Read: Successful"**.
5. To scroll forward press **F4 - Read Next**.
6. To scroll backward press **F10 - Read Prev**.

**Helpful Hints**

- ✓ If TA field is left blank, the system will list the TAs starting with the smallest number in the system.

## 5.3 Travel Authorization Screen List By SSN

INQUIRE	Office of Statewide Information Systems	Monday	00/00/0000
<b>Travel Authorization Screen List By SSN</b>			
SSN: <u>000-00-0013</u>		TA#: <u>970006</u>	
SSN	TA#	Name	Clr. Date Advance Type
000-00-0013	980006	LEMOINE, JOEY	252 00 .00 01 A
000-00-0013	980017	LEMOINE, JOEY	252 00 .00 01 O
000-00-0013	990006	LEMOINE, JOEY	252 00 .00 01 A
000-00-0014	000023	PHILLIPS, SHARON	251 2/22 250.00 01 O
000-00-0014	980019	PHILLIPS, SHARON	251 00 .00 01 A
000-00-0017	000013	SIMPSON, SALLY	252 00 .00 01 A
000-00-0017	010008	SIMPSON, SALLY	252 00 .00 01 A
000-00-0017	020008	SIMPSON, SALLY	252 00 .00 01 A
000-00-0017	030008	SIMPSON, SALLY	252 00 .00 01 A
000-00-0017	970013	SIMPSON, SALLY	252 00 .00 01 A
000-00-0017	980013	SIMPSON, SALLY	252 00 .00 01 A
000-00-0017	990013	SIMPSON, SALLY	252 00 .00 01 A
000-00-0018	970002	LANDRY, RUSS	251 00 .00 01 A
000-00-0018	980016	LANDRY, RUSS	251 00 100.00 01 S
000-00-0018	990019	LANDRY, RUSS	251 00 .00 01 A
000-00-0019	000004	LANDRY, RICKY	252 00 .00 01 A
<b>Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev</b> Read Prev 0/0 Successful			

**Purpose** This screen is used to view the travel authorization file based on the social security number entered to begin the list. A particular travel authorization may be selected for detail viewing from this list screen.

**Cross Reference** Travel Processing - Section 5  
SSN & FEIN Maintenance - Section 4

Field	Size	Description
SSN	9	Unprotected. Optional. If left blank, the system will list the SSNs starting with the smallest number. If entered, the system will list SSNs starting with the one specified.
TA#	6	Unprotected. Optional. If left blank, the system will list the TAs starting with the smallest number. If entered, the system will list TAs for the designated SSN starting with the TA specified.
—	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the travel authorization for the specified SSN indicated in the next field.
SSN	9	Protected. Displays the social security number of the employee authorized to travel.

<u>Field</u>	<u>Size</u>	<u>Description</u>
TA#	6	Protected. Indicates the number assigned to a travel authorization entered into TMS.
Name	30	Protected. Displays the name of the employee authorized to travel.
Agy	3	Protected. Displays the number of the agency to be charged for the travel expense.
Clr. Date	6	Protected. Displays the date a travel advance is cleared due to the travel expense voucher being processed.
Advance	7	Protected. Displays the dollar amount of a travel advance issued.
Rg	2	Protected. Indicates the region to be charged for the expense.
Type	1	Protected. Indicates the type of travel authorized - annual, single, or out-of-state travel.

*How To:***➔ View List of Travel Authorizations By SSN**

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **3 - Travel Authorization Screen List By SSN** and press **Enter**.
3. Enter **SSN** and **TA#** (optional).
4. Press **F3 - Read**.
5. Verify Message at bottom of screen **"Read: Successful"**.
6. To scroll forward press **F3 - Read**.
7. To scroll backward press **F5 - Read Prev**.

**➔ View a Particular Travel Authorization**

1. Position cursor next to the TA you want to select.
2. Press **F4 - Get Detail**.
3. System retrieves detail of TA on the Travel Authorization Maintenance Screen.
4. Verify Message at bottom of screen **"Read: Successful"**.
5. To scroll forward press **F4 - Read Next**.
6. To scroll backward press **F10 - Read Prev**.

**Helpful Hints**

- ✓ If SSN field is left blank, the system will list the TAs starting with the smallest SSN in the system.

## 5.4 Travel Authorization Screen List By Region, TA#

MASTER		Office of Statewide Information Systems		Monday		00/00/0000	
<b>Travel Authorization Screen List By Region, TA#</b>							
Region: <b>01</b>		TA#: <b>990004</b>		More.. Next			
TA#	SSN	Name	Clr. Date	Advance	Type		
980001	000-00-0020	ANDERSON, MARTY	251 00	.00	A		
980003	000-00-0005	LEMOINE, SUSAN	252 00	.00	A		
980004	000-00-0019	LANDRY, RICKY	252 00	.00	A		
980005	000-00-0012	CURTIS, EDDIE	252 00	.00	A		
980006	000-00-0013	LEMOINE, JOEY	252 00	.00	A		
980011	000-00-0007	COOK'S BEAUTY SHOP	251 00	.00	A		
980012	000-00-0010	WEST, KENNY	251 00	.00	A		
980013	000-00-0017	SIMPSON, SALLY	252 00	.00	A		
980014	000-00-0004	TURNER, DAVID	251 00	.00	A		
980015	000-00-0007	COOK'S BEAUTY SHOP	251 00	.00	S		
980016	000-00-0018	LANDRY, RUSS	251 00	100.00	S		
980017	000-00-0013	LEMOINE, JOEY	252 00	.00	O		
980018	000-00-0019	LANDRY, RICKY	252 00	.00	A		
980019	000-00-0014	PHILLIPS, SHARON	251 00	.00	A		
990001	000-00-0020	ANDERSON, MARTY	251 00	.00	A		
990003	000-00-0005	LEMOINE, SUSAN	252 00	.00	A		
<b>Escape</b> =Return <b>F2</b> =Clear <b>F3</b> =Read <b>F4</b> =Get Detail <b>F5</b> =Read Prev Read 0/0 Successful							

**Purpose** This screen is used to view the travel authorization file based on the region and travel authorization number entered to begin the list. A particular travel authorization may be selected for detail viewing from this list screen.

**Cross Reference** Travel Processing - Section 5  
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Region	2	Unprotected. Required. The system will list the TAs starting with the smallest number in that specified region. If left blank, the system will issue an error message "Read Next: End of Region".
TA#	6	Unprotected. Optional. If left blank, the system will list the TAs starting with the smallest number in the specified region. If entered, the system will list TAs for the designated region starting with the TA specified.
—	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the travel authorization indicated in the next field.
TA#	6	Protected. Indicates the number assigned to a travel authorization entered into TMS.

<u>Field</u>	<u>Size</u>	<u>Description</u>
SSN	9	Protected. Displays the social security number of the employee authorized to travel.
Name	30	Protected. Displays the name of the employee authorized to travel.
Agy	3	Protected. Displays the number of the agency to be charged for the travel expense.
Clr. Date	6	Protected. Displays the date a travel advance is cleared due to the travel expense voucher being processed.
Advance	7	Protected. Displays the dollar amount of a travel advance issued.
Type	1	Protected. Indicates the type of travel authorized - annual, single, or out-of-state travel.



*How To:***➔    *View List of Travel Authorizations By Region and TA#***

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **4 - Travel Authorization Screen List By Region, TA#** and press **Enter**.
3. Enter **Region #** and **TA#** (optional).
4. Press **F3 - Read**.
5. Verify Message at bottom of screen "**Read: Successful**".
6. To scroll forward press **F3 - Read**.
7. To scroll backward press **F5 - Read Prev**.

**➔    *View a Particular Travel Authorization***

1. Position cursor next to the TA you want to select.
2. Press **F4 - Get Detail**.
3. System retrieves detail of TA on the Travel Authorization Maintenance Screen.
4. Verify Message at bottom of screen "**Read: Successful**".
5. To scroll forward **F4 - Read Next**.
6. To scroll backward **F10 - Read Prev**.

**Helpful Hints**

- ✓ If Region field is left blank, the system will list an error message "Read Next: End of Region".
- ✓ If you want to view TAs for a particular fiscal year, enter the year in the TA# field at the top of the screen and then read.

## 5.5 Travel Authorization Screen List By Region, SSN

MASTER		Office of Statewide Information Systems		Tuesday 00/00/0000	
-----+-----					
<b>Travel Authorization Screen List By Region, SSN#</b>					
-----+-----					
Region: 01		SSN#: 000-00-0007		More.. Next	
TA#	SSN	Name	Clr. Date	Advance	Type
000021	000-00-0001	SMITH, MARY	251 00	.00	S
000036	000-00-0001	SMITH, MARY	251 98/06/08	200.00	S
000019	000-00-0002	(Inactive) BAKER, JOHN	252 00	.00	S
000026	000-00-0002	(Inactive) BAKER, JOHN	252 3/30	150.00	S
000014	000-00-0004	TURNER, DAVID	251 00	.00	A
000037	000-00-0004	TURNER, DAVID	251 00	100.00	S
970014	000-00-0004	TURNER, DAVID	251 00	.00	A
980014	000-00-0004	TURNER, DAVID	251 00	.00	A
990014	000-00-0004	TURNER, DAVID	251 00	.00	A
000003	000-00-0005	LEMOINE, SUSAN	252 00	.00	A
010002	000-00-0005	LEMOINE, SUSAN	252 00	.00	A
020002	000-00-0005	LEMOINE, SUSAN	252 00	.00	A
030002	000-00-0005	LEMOINE, SUSAN	252 00	.00	A
970003	000-00-0005	LEMOINE, SUSAN	252 00	.00	A
980003	000-00-0005	LEMOINE, SUSAN	252 00	.00	A
990003	000-00-0005	LEMOINE, SUSAN	252 00	.00	A
-----+-----					
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev					
Read 0/0 Successful					

**Purpose** This screen is used to view the travel authorization file based on the region and social security number entered to begin the list. A particular travel authorization may be selected for detail viewing from this list screen.

**Cross Reference** Travel Processing - Section 5  
Reference & Set Up Processing - Section 3  
SSN & FEIN Maintenance - Section 4

<u>Field</u>	<u>Size</u>	<u>Description</u>
Region	2	Unprotected. Required. The system will list the TAs starting with the smallest number in that specified region. If left blank, the system will issue an error message "Read Next: End of Region".
SSN	9	Unprotected. Optional. If left blank, the system will list the TAs starting with the smallest number in the specified region. If entered, the system will list TAs for the designated region starting with the SSN specified.
—	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the travel authorization indicated in the next field.

<u>Field</u>	<u>Size</u>	<u>Description</u>
TA#	6	Protected. Indicates the number assigned to a travel authorization entered into TMS.
SSN	9	Protected. Displays the social security number of the employee authorized to travel.
Name	30	Protected. Displays the name of the employee authorized to travel.
Agy	3	Protected. Displays the number of the agency to be charged for the travel expense.
Clr. Date	6	Protected. Displays the date a travel advance is cleared due to the travel expense voucher being processed.
Advance	7	Protected. Displays the dollar amount of a travel advance issued.
Type	1	Protected. Indicates the type of travel authorized - annual, single, or out-of-state travel.

*How To:***➔ View List of Travel Authorizations By Region and SSN**

From Travel Management System Main Menu

1. Enter Menu *Selection 1 - Travel Processing* and press *Enter*.
2. Enter Menu *Selection 5 - Travel Authorization Screen List By Region, SSN* and press *Enter*.
3. Enter *Region #* and *SSN* (optional).
4. Press *F3 - Read*.
5. Verify Message at bottom of screen *"Read: Successful"*.
6. To scroll forward press *F3 - Read*.
7. To scroll backward press *F5 - Read Prev*.

**➔ View a Particular Travel Authorization**

1. Position cursor next to the TA you want to select.
2. Press *F4 - Get Detail*.
3. System retrieves detail of TA on the Travel Authorization Maintenance Screen.
4. Verify Message at bottom of screen *"Read: Successful"*.
5. To scroll forward press *F4 - Read Next*.
6. To scroll backward press *F10 - Read Prev*.

**Helpful Hints**

- ✓ If Region field is left blank, the system will list an error message "Read Next: End of Region".
- ✓ If you want to view TAs for a particular social security number, enter the number in the SSN field at the top of the screen and then read.

## 5.6 Annual Travel Authorization Create

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ <b>Annual Travel Authorization Create</b> +-----+			
Old Fiscal Year: <u>99</u> New Fiscal Year: <u>00</u>			
Printer: <u>1</u> Renumber TA#: <u>N</u> (Y/N)			
** Always Save Databases Before Running !!!!			
Please put WIDE (132 Column) Paper in Printer & make ready			
+-----+			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	

**Purpose** This screen is used to "Roll Over" travel authorizations from one fiscal year to the next. The process will generate a report by agency and orgn listing those individuals who have been "preestablished" with annual travel authorizations.

**Cross Reference** Reference & Set Up Processing - Section 3  
Database Backups - Section 2

<u>Field</u>	<u>Size</u>	<u>Description</u>
Old Fiscal Year	2	Unprotected. Required. This field refers to the current fiscal year.
New Fiscal Year	2	Unprotected. Required. This field refers to next fiscal year.
Printer	1	Unprotected. Required. This field designates which printer to utilize to print the report as set up in the System Default Maintenance Section.
Renumber TA#	1	Unprotected. Optional. This field gives you the option to reissue the same annual TA# to employees, or change and issue different numbers. The system defaults to "N" for No to maintain the same numbers, replace it with a "Y" for Yes to change the TA numbers.

*How To:***➔    *Create Annual Travel Authorizations "Rollover"***

**\*\*\* Before beginning this process be sure to do a Database Save - See Section 2 \*\*\***

From Travel Management System Main Menu

1. Enter Menu *Selection 1 - Travel Processing* and press *Enter*.
2. Enter Menu Selection *20 - Annual Travel Authorization Create* and press *Enter*.
3. Enter (Current) *Old Fiscal Year*.
4. Enter (Next) *New Fiscal Year*.
5. Change *Printer Default* if necessary - See System Default Maintenance Section 3-2.
6. Change *Renumber TA#* if desired.
7. Change *paper in printer* if necessary.
8. Press *F3 - Report*.
9. Verify Message *"Validation okay - Report - Selection Criteria ok? Y/N"*.
10. Enter *Y or N*.
11. If *Y*, Extraction Process will begin.
12. Verify Message *"Report Finished"*.

**Helpful Hints**

- ✓ Report will advise of the last TA number issued and instruct you to enter this number in the System Default Maintenance Screen; however, this should **not** be done until you are ready to begin issuing TAs for the next fiscal year.



**➔ Delete An Individual Annual Travel Authorization**

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **1 - Travel Authorization Maintenance** and press **Enter**.
3. Enter **TA#**.
4. Press **F3 - Read**.
5. Verify Message at bottom of screen **"Read: Successful"**.
6. Verify information and that correct TA is detailed.
7. Press **F7 - Delete**.
8. Verify Message **"Delete - Delete Record? Y/N"**.
9. Enter **Y or N**.
10. If **Y**, the delete will begin.
11. Verify Message **"Delete:Successful"**.

**Helpful Hints**

- ✓ New annual TAs created will have an "X" in the Hold/Pay Status and in the Interfaced Field until you are ready to begin processing TEs.
- ✓ Distribute the report to the appropriate "Authorizing Authority" for approval or disapproval and signatures. This document becomes the approved annual travel authorizations for your employees.
- ✓ Individuals can have more than one annual travel authorization.
- ✓ TA numbers can be changed from 2 digits to 1 digit. Refer to System Default Maintenance Section 3-2 for specific instructions.

**5.7 Annual Travel Authorization Create Reprint**

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
+-----+ <b>Annual Travel Authorization Create Reprint</b> +-----+		
New Fiscal Year: <u>00</u>		
Printer: <u>1</u>		
Please put WIDE (132 Column) paper in Printer & make ready		
+-----+		
<b>Escape</b> =Return <b>F3</b> =Report		<b>F9</b> =Stop Print <b>F10</b> =Continue Print

**Purpose** This screen is used to reprint the "Roll Over" travel authorizations. A report will be produced by agency and orgn listing those individuals who have been "preestablished" with annual travel authorizations.

**Cross Reference** Database Backups - Section 2

<u>Field</u>	<u>Size</u>	<u>Description</u>
New Fiscal Year	2	Unprotected. Required. This field refers to fiscal year of the report you are reprinting.
Printer	1	Unprotected. Required. This field designates which printer to utilize to print the report as set up in the System Default Maintenance Section.

*How To:***➔    *Reprint Annual Travel Authorizations Report***

From Travel Management System Main Menu

1. Enter Menu Selection ***1 - Travel Processing*** and press ***Enter***.
2. Enter Menu Selection ***11 - Annual Travel Authorization Create Reprint*** and press ***Enter***.
3. Enter (Next) ***New Fiscal Year***.
4. Change ***Printer Default*** if necessary - See System Default Maintenance Section 3-2.
5. Change ***paper in printer*** if necessary.
6. Press ***F3 - Report***.
7. Verify Message ***"Validation okay - Report - Selection Criteria ok? Y/N"***.
8. Enter ***Y or N***.
9. If ***Y***, Extraction Process will begin.
10. Verify Message ***"Report Finished"***.

**Helpful Hints**

- ✓ Report will advise of the last TA number issued and instruct you to enter this number in the System Default Maintenance Screen; however, this should **not** be done until you are ready to begin issuing TAs for the next fiscal year.

## 5.8 Travel Expense Maintenance

MASTER		Office of Statewide Information Systems		Wednesday 00/00/0000	
<b>Travel Expense Maintenance</b>					
TA#: <u>000006</u> TA Eff Begin 7/01/99 TA Eff End 6/30/00 Agency 252 Trans Date: <u>11/28/99</u> Hold/Pay: <u>P</u> Fiscal Year: <u>00</u> Orgn 2003 SSN: 000-00-0013 LEMOINE, JOEY Region 01 Location: <u>Lafayette</u> ** No More Travel Expenses **					
Auto Miles: <u>175</u>		Auto Exp: <u>42.00</u>		Airfare: <u>.00</u> Other: <u>155.00</u>	
Lodging: <u>.00</u>		Meals: <u>.00</u>		Toll&Park: <u>.00</u> Tips: <u>.00</u>	
1099 Exp: <u>.00</u>		Total: <u>197.00</u>		Advanc .00 Reimbursements	
Orgn Obj Rptg SO Acty Description		Amount		Amount <u>197.00</u>	
<u>2003 2520 SM</u> Special Marketing		42.00		Check# 2000032	
<u>2003 3650 SM</u> Special Marketing		155.00		Date 12/01/99	
		.00			
		.00		Interfaced Y	
		.00		F1=Special Meals	
		.00			
		.00		Calc Top	
		.00		Calc Bot	
		.00			
		.00		F9=Calculate	
Esc=Return F2=Clear F3=Read F4=ReadNext F5=Add F6=Change F7=Delete F10=ReadPrev Read : 0/0 Successful					

**Purpose** This screen is used to add or modify a travel expense report.

**Cross Reference** Travel Processing - Section 5  
 Referencing & Set Up Processing - Section 3  
 SSN & FEIN Maintenance - Section 4  
 Check History Processing - Section 10  
 Interface Processing - Section 11

Field	Size	Description
TA#	6	Unprotected. Required, if not coming from the TA screen list. The system will bring up the TA number you requested from the previous screen list with all related detailed information.
TA Eff Begin	6	Protected. Displays the first day of the employee's travel period. Date format is MM/DD/YY.
TA Eff End	7	Protected. Displays the last day of the employee's travel period. Date format is MM/DD/YY.
Agency	3	Protected. Displays the number of the agency to be charged for the travel expense.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Trans Date	6	Unprotected. The last day of travel for that particular trip. Date format is MM/DD/YY.
Hold/Pay	1	Unprotected. Required. This field is used to <i>hold</i> or not allow <i>payment</i> to the employee. Status must be at "P" status in order to write a check.
Fiscal Year	2	Unprotected. Required. This field designates the budgeted fiscal year to which payment will be made.
Orgn	4	Protected. Indicates which organization code in ISIS to which the expense will be charged in the budget.
SSN	9	Protected. Indicates the social security number of the employee receiving payment.
Name	30	Protected. Indicates the employee approved to travel. This field is tied to the SSN and must be a valid entry in the Reference File.
Region	2	Protected. Indicates the region to which the employee is assigned. This field is tied to the organization code and must be a valid entry in the Reference File.
Location	35	Unprotected. Optional. This field may be used to record the destination of the traveler.
Auto Miles	5	Unprotected. Optional. This field is used to record the number of automobile miles the traveler is claiming on the expense report.
Auto Exp	7	Unprotected. Optional. If left blank, this field will automatically calculate the reimbursable expense using the rate established in the "System Default Maintenance" times the Auto Miles entered, and insert the appropriate amount.
Airfare	7	Unprotected. Optional. This field is used to record the dollar amount the traveler is being reimbursed for airfare.
Other	7	Unprotected. Optional. This field is used to record any Miscellaneous type expenses including special meals, taxis, car rental, laundry services.
Lodging	7	Unprotected. Optional. This field is used to record any hotel expenses incurred.
Meals	7	Unprotected. Optional. This field is used to record all allowable meal expenses.
Toll & Park	7	Unprotected. Optional. This field is to record all parking fees or bridge tolls incurred.
Tips	7	Unprotected. Optional. This field is used for baggage handling tips.
1099	7	Unprotected. Optional. This field is used to record any expenses that are required to be reported on a Federal 1099 tax form. The employee maintenance file must have a flag set to "Y" for 1099 reporting.
Total	7	Unprotected. Required. If left blank, the system will automatically insert the total of expenses recorded when the F9 function "calculate" is used.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Advanc	7	Protected. Indicates the advance amount if issued on the TA and is automatically carried over from the TA by the system
Orgn	4	Unprotected. Optional. If left blank, the home ISIS orgn from the travel authorization record will be used. This field is used to record the amounts to be charged to the organization codes in ISIS.
Obj	4	Unprotected. Optional. This field is used to record the expense amounts to be charged to the object codes in ISIS.
Rptg	4	Unprotected. Optional. This field is used to record the expense amounts to be charged to the reporting categories if utilized in ISIS.
SO	4	Unprotected. Optional. This field is used to record the expense amounts to be charged to the sub object codes if utilized in ISIS.
Acty	4	Unprotected. Optional. This field is used to record the expense amounts to be charged to the activity codes if necessary in ISIS.
Description	30	Protected. Indicates the descriptions established in the reference processing section.
Amount	7	Unprotected. Required. This field is used to record the dollar amount of expenses to be charged to the various ISIS codes.
Reimbursements	7	Protected. Displays the dollar amount of the check processed for this TE amount.
Check#	7	Protected. Displays the number of the check issued for this TE.
Date	6	Protected. Displays the date of the check issued for this TE.
Interfaced	1	Protected. Indicates if this TE has been added to the file of financial transactions to be interfaced to the ISIS system.
Calc Top	7	Protected. Indicates the total dollar amount of expenses entered in the upper portion of the screen by category. This field must equal the Calc Bot field to successfully add the TE.
Calc Bot	7	Protected. Indicates the total dollar amount of expenses entered in the bottom portion of the screen for the ISIS coding. This field must equal the Calc Top field to successfully add the TE.

**Special Functions**

F1	Special Meals	This function is used to access the Special Meals Report Maintenance Screen that corresponds to the TE.
F9	Calculate	This function is used to automatically total the top portion of the expense screen and the bottom portion with the ISIS coding for verification prior to processing TE.

***How To:*****→    *Create a Travel Expense***

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **1 - Travel Authorization Maintenance** and press **Enter**.
3. Enter **TA#**.
4. Press **F3 - Read**.
5. Verify Message at bottom of screen **"Read: Successful"**.
6. Verify TA Information is correct prior to entering TE information.
7. Press **F1 - Travel Expense**.
8. If processing TE against an annual TA **Press F2 - Clear** to clear any TE information previously processed against TA.
9. Enter **Trans Date - mm/dd/yy** (ending date of travel). Defaults to current date.
10. Tab or arrow down to travel information blocks and enter *appropriate data*.
11. Tab or arrow down to the ISIS cost distribution coding blocks and enter *coding and total expenditure amount for each line of distribution necessary*.
12. Press **F9 - Calculate**.
13. Verify *Calc Top* and *Calc Bot* are equal. If not, make necessary corrections and return to step 11.
14. Press **F5 - Add** to add the record for payment.
15. Verify Message at bottom of screen **"Add:Successful"**.
16. If a correction is necessary, it must be done prior to the check write - enter corrections necessary then press **F6 - Change**.
17. Verify Message at bottom of screen **"Change:Successful"**.

**Helpful Hints**

- ✓ If a Travel Authorization has not been established in TMS, see How to Create a TA at the beginning of this section.
- ✓ If Auto Exp is left blank, the system will calculate the amount based on the Auto Miles entered times the rate established on the System Default Maintenance Screen.
- ✓ If left blank, the total field for the amount of travel expenses will calculate automatically.
- ✓ If the first line item ORGN is left blank, then the home ISIS ORGN from the TA record will be used.
- ✓ If the next line of coding has the same ISIS ORGN or object codes, you do not have to reenter those codes. They will be carried forward for the remaining items.
- ✓ If a set maximum amount allowable to reimburse for mileage is used by your agency, but you also need to track the actual miles traveled by the employee, the "Mileage Override" indicator must be set at "Y" on the System Default Maintenance Screen.



## 5.9 Travel Special Meals Maintenance

MASTER	Office of Statewide Information Systems	Sunday	00/00/0000
<b>Travel Special Meals Maintenance</b>			
TA#: <u>000026</u> TE Date: <u>02/28/2000</u> Meal#: <u>1</u> Meal Date: <u>02/26/2000</u>			
SSN <u>000-00-0002</u> BAKER, JOHN			
Food	Alcohol	Other	Total
<u>200.00</u>	<u>30.00</u>	<u>20.00</u>	<u>250.00</u>
Purpose:			
<u>Co-sponsored reception with World Trade Center for 32 different businesses</u>			
<u>interested in exporting products into Louisiana, detailed list attached TE.</u>			
<b>Esc</b> =Return <b>F2</b> =Clear <b>F3</b> =Read <b>F4</b> =ReadNext <b>F5</b> =Add <b>F6</b> =Change <b>F7</b> =Delete <b>F10</b> =ReadPrev Read : 0/0 Successful			

**Purpose** This screen is used to add special meals (purchase of a meal for a person not otherwise eligible; i.e. prospects - See DOA Policy and Procedure Memorandum 49-Section VII) information to the corresponding travel expense report.

**Cross Reference** Travel Processing - Section 5  
SSN & FEIN Maintenance - Section 4

<u>Field</u>	<u>Size</u>	<u>Description</u>
TA#	6	Unprotected. Required. The system will carry forward the TA number from the corresponding TE report.
TE Date	8	Unprotected. Required. The system will carry forward the date from the corresponding TE report. Date format is MM/DD/YYYY.
Meal #	2	Unprotected. Required. This field is used to indicate which meal is being reported. The system will automatically begin numbering with 1.
Meal Date	8	Unprotected. Required. This field is to designate the date the special meal expense was incurred. Date format is MM/DD/YYYY.

<u>Field</u>	<u>Size</u>	<u>Description</u>
SSN	9	Protected. Displays the SSN of the employee that incurred the expense.
Name	10	Protected. Indicates the employee requesting reimbursement for the special meal expense. This field is tied to the SSN.
Food	7	Unprotected. Optional. This field is used to record expense incurred for food only.
Alcohol	7	Unprotected. Optional. This field is used to record expense incurred for alcohol only.
Other	7	Unprotected. Optional. This field is used to record expenses incurred that are not food or alcohol related i.e., banquet room rental, tip.
Total	7	Unprotected. Required. This field is used to record the total of the special meal expense.
Purpose	450	Unprotected. Optional. This field is used to record all information necessary for documenting the special meal according to the state travel regulations, i.e., type of function, names & titles of individuals in attendance, company or businesses in attendance, why function was necessary.

***How To:*****➔    *Create a Special Meal***

*This document is usually created at the same time as the TE, so if you are already on the TE screen proceed to step 9.*

From Travel Management System Main Menu

1. Enter Menu Selection ***1 - Travel Processing*** and press ***Enter***.
2. Enter Menu Selection ***1 - Travel Authorization Maintenance***.
3. Enter ***TA#***.
4. Press ***F3 - Read***.
5. Verify Message at bottom of screen ***"Read: Successful"***.
6. Verify TA information is correct.
7. Press ***F1 - Travel Expense***.
8. Verify Message at bottom of screen ***"Read: Successful"***.
9. Press ***F1 - Special Meals***.
10. Verify information carried forward is correct.
11. Tab or arrow over and Enter ***Meal Date - mm/dd/yyyy***.
12. Enter *expenditures in appropriate categories* including total amount.
13. Enter ***Purpose*** - detail text - placing a hard return at end of line if a word becomes divided.
14. Press ***F5 - Add*** to add record to TE.
15. Verify Message at bottom of screen ***"Add: Successful"***.

16. To add more special meals to a TE report:

- a. **Type over information on Meal #1 and renumber as Meal #2** Do *not* clear special meal #1 from screen, the system will zero out the social security and not allow the meal to be added. Enter appropriate data and delete anything remaining from Meal #1.
- b. Press **F5 - Add** to add meal #2 record to TE.
- c. Verify Message at bottom of screen "**Add: Successful**".

17. **Repeat actions Step #16** for any additional meals on this TE report.

### Helpful Hints

- ✓ Be sure travel expense has been added successfully prior to processing special meal.
- ✓ The special meal expenditure amount should already be included on the TE report and added successfully prior to adding the special meal information.
- ✓ Purpose field does not allow a second page so you may need to abbreviate or note that a detailed list is attached to TE. This is usually necessary for a reception with a long list of attendees.
- ✓ A special meal report can be added for documentation purposes after the TE has been processed, if the expenditure was previously recorded on the TE.

## 5.10 Travel Expense Screen List By TA#

MASTER		Office of Statewide Information Systems		Monday		00/00/0000	
-----							
<b>Travel Expense Screen List By TA#</b>							
-----							
TA#: <b>990020</b>		Trans Date: <b>98/09/09</b>		More.. Next			
TA#	Tran Date	SSN	Name	Ck. Date	Reimb Amt	If	
980018	05/02/98	000-00-0019	LANDRY, RICKY	98/05/19	450.00	Y	
980018	05/22/98	000-00-0019	LANDRY, RICKY	98/06/20	163.00	Y	
980018	06/02/98	000-00-0019	LANDRY, RICKY	98/06/20	336.00	Y	
980018	06/22/98	000-00-0019	LANDRY, RICKY	98/07/23	123.00	Y	
980019	07/22/98	000-00-0014	PHILLIPS, SHARON	98/08/07	36.00	Y	
990001	07/10/98	000-00-0020	ANDERSON, MARTY	98/07/24	63.00	Y	
990003	08/22/98	000-00-0005	LEMOINE, SUSAN	98/09/15	200.00	Y	
990003	09/10/98	000-00-0005	LEMOINE, SUSAN	98/09/21	25.00	Y	
990004	08/22/98	000-00-0019	LANDRY, RICKY	98/09/14	205.56	Y	
990005	07/08/98	000-00-0012	CURTIS, EDDIE	98/07/24	209.28	Y	
990011	07/22/98	000-00-0007	COOK'S BEAUTY SHOP	98/08/26	56.32	Y	
990013	07/16/98	000-00-0017	SIMPSON, SALLY	98/07/27	88.64	Y	
990013	08/01/98	000-00-0017	SIMPSON, SALLY	98/08/07	70.00	Y	
990013	08/22/98	000-00-0017	SIMPSON, SALLY	98/09/14	18.00	Y	
990014	07/22/98	000-00-0004	TURNER, DAVID	98/08/07	494.00	Y	
990014	09/01/98	000-00-0004	TURNER, DAVID	98/09/15	200.00	Y	
-----							
<b>Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev</b> Read                      0/0                      Successful							

**Purpose** This screen is used to view the travel expense report file based on the travel authorization number entered to begin the list. A particular travel expense report may be selected for detail viewing from this list screen.

**Cross Reference** Travel Processing - Section 5  
 SSN & FEIN Maintenance - Section 4  
 Check History Processing - Section 10  
 Interface Processing - Section 11

<u>Field</u>	<u>Size</u>	<u>Description</u>
TA#	6	Unprotected. Optional. If left blank, the system will list the TEs starting with the smallest TA number. If entered, the system will list TEs starting with the one specified.
Trans Date	6	Unprotected. Optional. If left blank, the system will list the TEs starting with the smallest number. If entered, the system will list TEs starting with the date specified. Date format is YY/MM/DD.
—	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular travel expense report indicated in the next field.

<u>Field</u>	<u>Size</u>	<u>Description</u>
TA#	6	Protected. Displays the number assigned to a travel authorization.
Tran Date	6	Protected. Displays the date of travel as recorded on the Travel Expense Report.
SSN	9	Protected. Displays the social security number of the employee that was reimbursed for travel expenses incurred.
Name	30	Protected. Displays the name of the employee that was reimbursed for travel expenses incurred.
Ck. Date	6	Protected. Displays the date the check was issued on the Travel Expense Report.
Reimb Amt.	7	Protected. Displays the dollar amount of the check issued on the Travel Expense Report.
If	1	Protected. Indicates if the transaction has been included in the interface file to post to the ISIS system.

***How To:*****➔    *View List of Travel Expenses By TA#***

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **6 - Travel Expense Screen List By TA#** and press **Enter**.
3. Enter **TA#** and **Trans Date - yy/mm/dd** (optional).
4. Press **F3 - Read**.
5. Verify Message at bottom of screen **"Read: Successful"**.
6. To scroll forward press **F3 - Read**.
7. To scroll backward press **F5 - Read Prev**.

**➔    *View a Particular Travel Expense Report***

1. Position cursor next to the TE you want to select.
2. Press **F4 - Get Detail**.
3. System retrieves detail of TE on the Travel Expense Maintenance Screen.
4. Verify Message at bottom of screen **"Read: Successful"**.
5. To scroll forward press **F4 - Read Next**.
6. To scroll backward press **F10 - Read Prev**.

**Helpful Hints**

- ✓    If TA field is left blank, the system will list the TEs starting with the smallest TA number in the system.

## 5.11 Travel Expense Screen List By SSN

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
<b>Travel Expense Screen List By SSN</b>			
SSN: <u>000-00-0005</u> TA#: <u>970003</u> Trans Date: <u>97/06/16</u> More.. Next			
SSN	TA#	Tran Date	Name
000-00-0001	000021	01/05/00	SMITH, MARY
000-00-0001	000036	06/01/98	SMITH, MARY
000-00-0002	000019	07/01/99	(Inactive) BAKER, JOHN
000-00-0002	000026	02/28/00	(Inactive) BAKER, JOHN
000-00-0004	000014	07/01/99	TURNER, DAVID
000-00-0004	000014	11/28/99	TURNER, DAVID
000-00-0004	000014	01/02/00	TURNER, DAVID
000-00-0004	000037	04/30/98	TURNER, DAVID
000-00-0004	980014	09/01/97	TURNER, DAVID
000-00-0004	980014	04/29/98	TURNER, DAVID
000-00-0004	980014	05/01/98	TURNER, DAVID
000-00-0004	980014	06/12/98	TURNER, DAVID
000-00-0004	990014	07/22/98	TURNER, DAVID
000-00-0004	990014	09/01/98	TURNER, DAVID
000-00-0005	000003	10/29/99	LEMOINE, SUSAN
000-00-0005	000003	01/01/00	LEMOINE, SUSAN
Ck. Date    Reimb Amt    If 97/12/17    215.88    Y 98/06/20    200.00    Y 99/12/01    88.24    Y 3/30    100.00    Y 99/12/01    75.80    Y 97/12/17    201.00    Y 1/03    201.00    V 98/05/19    130.00    Y 97/10/13    15.70    Y 98/04/29    26.00    Z 98/06/20    55.90    Y 98/06/20    737.00    Y 98/08/07    494.00    Y 98/09/15    200.00    Y 99/12/01    194.60    Y 98/01/21    139.60    Y			
<b>Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev</b> Read            0/0        Successful			

**Purpose** This screen is used to view the travel expense report file based on the social security number entered to begin the list. A particular travel expense report may be selected for detail viewing from this list screen.

**Cross Reference** Travel Processing - Section 5  
 SSN & FEIN Maintenance - Section 4  
 Check History Processing - Section 10  
 Interface Processing - Section 11

Field	Size	Description
SSN	9	Unprotected. Optional. If left blank, the system will list the SSNs starting with the smallest number. If entered, the system will list SSNs starting with the one specified.
TA#	6	Unprotected. Optional. If left blank, the system will list the TEs starting with the smallest number. If entered, the system will list TEs starting with the one specified.
Trans Date	6	Unprotected. Optional. If left blank, the system will list the TEs starting with the smallest number. If entered, the system will list TEs starting with the date specified. Date format is YY/MM/DD.



<u>Field</u>	<u>Size</u>	<u>Description</u>
—	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular travel expense report indicated in the next field.
SSN	9	Protected. Displays the social security number of the employee that was reimbursed for travel expenses incurred.
TA#	6	Protected. Displays the number assigned to a travel authorization.
Tran Date	6	Protected. Displays the date of travel as recorded on the Travel Expense Report.
Name	30	Protected. Displays the name of the employee that was reimbursed for travel expenses incurred.
Ck. Date	6	Protected. Displays the date the check was issued on the Travel Expense Report.
Reimb Amt.	7	Protected. Displays the dollar amount of the check issued on the Travel Expense Report.
If	1	Protected. Indicates if the transaction has been included in the interface file to post to the ISIS system.

***How To:*****➔    *View List of Travel Expenses By SSN#***

From Travel Management System Main Menu

1. Enter Menu Selection ***1 - Travel Processing*** and press ***Enter***.
2. Enter Menu Selection ***7 - Travel Expense Screen List By SSN#*** and press ***Enter***.
3. Enter ***SSN*** and ***TA#*** (optional) and ***Trans Date - yy/mm/dd*** (optional).
4. Press ***F3 - Read***.
5. Verify Message at bottom of screen "***Read: Successful***".
6. To scroll forward press ***F3 - Read***.
7. To scroll backward press ***F5 - Read Prev***.

**➔    *View a Particular Travel Expense Report***

1. Position cursor next to the TE you want to select.
2. Press ***F4 - Get Detail***.
3. System retrieves detail of TE on the Travel Expense Maintenance Screen.
4. Verify Message at bottom of screen "***Read: Successful***".
5. To scroll forward press ***F4 - Read Next***.
6. To scroll backward press ***F10 - Read Prev***.

**Helpful Hints**

- ✓ If SSN field is left blank, the system will list the TEs starting with the smallest number in the system

## 5.12 Travel Expense Screen List By Region, TA#

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
<b>Travel Expense Screen List By Region, TA#</b>			
Region: <u>01</u> TA#: <u>990020</u> Trans Date: <u>98/09/09</u>		More.. Next	
TA#	Tran Date	SSN	Name
980018	05/02/98	000-00-0019	LANDRY, RICKY
980018	05/22/98	000-00-0019	LANDRY, RICKY
980018	06/02/98	000-00-0019	LANDRY, RICKY
980018	06/22/98	000-00-0019	LANDRY, RICKY
980019	07/22/98	000-00-0014	PHILLIPS, SHARON
990001	07/10/98	000-00-0020	ANDERSON, MARTY
990003	08/22/98	000-00-0005	LEMOINE, SUSAN
990003	09/10/98	000-00-0005	LEMOINE, SUSAN
990004	08/22/98	000-00-0019	LANDRY, RICKY
990005	07/08/98	000-00-0012	CURTIS, EDDIE
990011	07/22/98	000-00-0007	COOK'S BEAUTY SHOP
990013	07/16/98	000-00-0017	SIMPSON, SALLY
990013	08/01/98	000-00-0017	SIMPSON, SALLY
990013	08/22/98	000-00-0017	SIMPSON, SALLY
990014	07/22/98	000-00-0004	TURNER, DAVID
990014	09/01/98	000-00-0004	TURNER, DAVID
<b>Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev</b> Read 0/0 Successful			

**Purpose** This screen is used to view the travel expense report file based on the region and travel authorization number entered to begin the list. A particular travel expense report may be selected for detail viewing from this list screen.

**Cross Reference** Travel Processing - Section 5  
SSN & FEIN Maintenance - Section 4  
Check History Processing - Section 10  
Interface Processing - Section 11

Field	Size	Description
Region	2	Unprotected. Required. The system will list the TEs starting with the smallest number in that specified region. If left blank, will receive error message "Read Next: End of Region".
TA#	6	Unprotected. Optional. If left blank, the system will list the TEs starting with the smallest number. If entered, the system will list TEs starting with the one specified.
Trans Date	6	Unprotected. Optional. If left blank, the system will list the TEs starting with the smallest number. If entered, the system will list TEs starting with the date specified. Date format is YY/MM/DD.

<u>Field</u>	<u>Size</u>	<u>Description</u>
—	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular travel expense report indicated in the next field.
TA#	6	Protected. Displays the number assigned to a travel authorization.
Tran Date	6	Protected. Displays the date of travel as recorded on the Travel Expense Report.
SSN	9	Protected. Displays the social security number of the employee that was reimbursed for travel expenses incurred.
Name	30	Protected. Displays the name of the employee that was reimbursed for travel expenses incurred.
Ck. Date	6	Protected. Displays the date the check was issued on the Travel Expense Report.
Reimb Amt.	7	Protected. Displays the dollar amount of the check issued on the Travel Expense Report.
If	1	Protected. Indicates if the transaction has been included in the interface file to post to the ISIS system.

*How To:***➔ View List of Travel Expenses By Region and TA#**

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press Enter.
2. Enter Menu Selection **8 - Travel Expense Screen List By Region, TA#** and press **Enter**.
3. Enter **Region** and **TA#** (optional) and **Trans Date - yy/mm/dd** (optional).
4. Press **F3 - Read**.
5. Verify Message at bottom of screen **"Read: Successful"**.
6. To scroll forward press **F3 - Read**.
7. To scroll backward press **F5 - Read Prev**.

**➔ View a Particular Travel Expense Report**

1. Position cursor next to the TE you want to select.
2. Press **F4 - Get Detail**.
3. System retrieves detail of TE on the Travel Expense Maintenance Screen.
4. Verify Message at bottom of screen **"Read: Successful"**.
5. To scroll forward press **F4 - Read Next**.
6. To scroll backward press **F10 - Read Prev**.

**Helpful Hints**

- ✓ If TA field is left blank, the system will list the TEs starting with the smallest number in the system

## 5.13 Travel Management System Archive

```

MASTER      Office of Statewide Information Systems      Friday      00/00/0000
.....
                Archive TMS Data For CD-ROM
.....
                Selection Criteria
.....
                Fiscal Year: 1999
.....
!!! Save Databases Before Archiving Records !!! Follow the Copy Archive
!!! Save Databases Before Archiving Records !!! Files to CD-ROM Procedures
!!! Save Databases Before Archiving Records !!! After you run this process
.....
                Printer: 1
                Please put WIDE (132 Column) Paper in Printer & Make Ready
.....
Escape=Return  F3=Archive                        F9=Stop Print  F10=Continue Print

```

**Purpose** This screen is used to archive information from the system data files. It is restricted to master authorization.

**Cross Reference** Travel Processing - Section 5  
SSN & FEIN Maintenance - Section 4  
Reference & Set Up Processing - Section 3  
Database Backups - Section 2

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Required. This field is used to designate which fiscal year you will archive. If left blank, the system will designate the oldest year on file.
Printer	1	Unprotected. Optional. This field designates which printer to utilize to print the report as set up in the System Default Maintenance Section.

*How To:***→** *Archive TMS Data*

**\*\*\* Before beginning this process be sure to do a Database Save - See Section 2 \*\*\***

From Travel Management System Main Menu

1. Enter Menu Selection **1 - Travel Processing** and press **Enter**.
2. Enter Menu Selection **22 -Archive TMS Data** and press **Enter**.
3. Enter **Fiscal Year**.
4. Change **Printer Default** if necessary - See System Default Maintenance Section 3-2.
5. Change **paper in printer** if necessary.
6. Press **F3 – Report**.
7. Verify Message "**Validation okay - Purge - Selection Criteria OK? Y/N**".
8. Enter **Y or N**.
9. If **Y**, Archive Process will begin.
10. Verify **Message "Archive Finished"**.

**Helpful Hints**

- ✓ A report of *only errors* will be produced.
- ✓ Keep two years of history on the system and archive your third year after it has been audited.

This page left blank intentionally.